



Human Resources Specialist

Details

Job ID : 530

Title : Human Resources Specialist

Job Code : 842

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Human Resources

Purpose

Responsible for specialized areas for the support, processing, and administration of the statewide court human resource functions.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- Experience substitution must be in related area of human resources or an area of supervision

Job Skills/Abilities

- Intermediate or above computer skills, good organizational skills, good communication skills

Job Preferred Knowledge

- Knowledge of the court system

Job Duties

- May assist with the facilitation, preparation, submission/entry and follow-through of personnel, payroll, timesheet, time clock, employment applications, benefits, identification badges and other areas of human resources as needed
- Responds to inquiries regarding all Court of Justice personnel policies and processes, including areas that are affected by federal law, state law, and Kentucky Executive Branch policies and processes that are governing to the COJ HR practices
- Maintain central personnel file records
- Maintains databases, electronic files, HR internet and intranet files
- Communicates with all COJ levels of employees, management, and elected officials
- May present or facilitate trainings, on HR processes and activities such as benefit fairs, orientations, etc.
- Interprets policies and serves in an advisory role to statewide court system employees, management, and elected officials
- Specializes in particular area(s) of the human resource functions, such as but not limited to: employee coaching, disciplinary actions, grievance and appeal procedures, benefits, payroll, recruitment, hiring or personnel administration
- Serves as HR project coordinators
- Completes advanced areas of research
- Other duties as assigned